



# Bullitt County Health Department

181 Lees Valley Road  
Shepherdsville, KY 40165  
[www.bullittcountyhealthdept.org](http://www.bullittcountyhealthdept.org)

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## Job Opening for Senior Support Services Associate I

The Bullitt County Health Department is accepting applications for a Full Time **Senior Support Services Associate I – Clinical.**

**General Duties include:** This position serves under the direction of the Nurse Administrator. Responsibilities for this position include, but are not limited to; Assemble and maintain complete patient medical records and files. Interview patient to ensure completeness and accuracy of demographic information required for various services and programs. Route/direct patient to appropriate staff person. Collect, record and enter fees obtained from patients into statewide network. Prepare routine letters, labels and other appropriate material. Answer multi-line phone system. Schedule initial and follow-up patient appointments. Review appropriate reporting sheet (Patient Encounter Forms) (PEF) of services provided to ensure completeness and accuracy. Generate and/or issue Woman Infant and Children (WIC) vouchers. Request routine reports available from the PSRS, inventory and order office supplies. .

**Minimum Education, Training or Experience:** High School Diploma or GED.

**Starting Salary:** \$10.10-\$12.41/hr negotiable with additional experience. Grade 10

**Applications** may be obtained at the Bullitt County Health Department, 181 Lees Valley Road, Shepherdsville, KY 40165, 502-955-7837 or [bullittcountyhealthdept.org](http://bullittcountyhealthdept.org) or <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/vacancies.aspx>

Completed application and transcript must be returned by close of business, June 17, 2019 at 4:30 pm, to Bullitt County Health Department.

**Resume will not substitute for completed application.**

Equal Opportunity Employer

Applicants and employees in this classification will be required to submit to a drug screening test and background check.